



**United States Consulate General  
Sao Paulo, Brazil  
Management Notice N°: 20  
Date: October 17, 2013**

**To: All Employees**

**From: MGT – Raymond Murphy**

**Subject: Vacancy – Mail Clerk**

**OPEN TO:** All Interested Candidates  
**POSITION:** Mail Clerk – FSN-4; FP-AA  
**OPENING DATE:** Thursday, October 17, 2013  
**CLOSING DATE:** Wednesday, October 30, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Ordinarily Resident (OR): R\$ 28,286 annually. (Starting salary)  
(Position Grade: FSN-4)  
U.S. Citizens EFMs: US\$ 24,518 annually. (Starting salary) (Position Grade: FP-AA)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Mail Clerk to work in the Information Resources Management.

**BASIC FUNCTION OF POSITION**

The Mail Clerk manages day to day mailroom operations. Incumbent is responsible for preparing pouches containing unclassified diplomatic correspondence for dispatch and for receiving break downs and distributing incoming diplomatic Army Postal Office (APO) mail.

**BASIC FUNCTION OF POSITION:**

The Mail Clerk manages day to day mailroom operations. Incumbent is responsible for preparing pouches containing unclassified diplomatic correspondence for dispatch and for receiving breaks down and distributing incoming diplomatic Army Postal Office (APO) mail. Maintains required documentation for proper ICASS billing. Liaisons with B&F concerning invoices and documentation for the purpose of accountability. Hauls and unloads incoming mailbags inside the mailroom. Sorts parcels, letters and

oversized mail by department and agency. Monitors the list of transferred personnel in order to re-route/forward mail through the postal directory service. On a daily basis, prepares outgoing mail manifest and records information for survey report. Escorts contract mail transporter inside the U.S. Consulate compound as required. Manages mailroom operation in the absence of the mailroom supervisor.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Manages the manifesting or inbound/outbound unclassified diplomatic and U.S. mail pouches.
2. Sorts, delivers and maintains documented chain of custody for all interoffice and local mail.
3. Monitors all items for the presence of hazardous materials.
4. Maintains accurate files for accounting purposes on mailroom customer usage.

#### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**EDUCATION:** Completion of secondary school is required.

**EXPERIENCE:** Customer service experience is required.

**LANGUAGE:** Level III (Good Working Knowledge) Portuguese in speaking/reading/writing is required. Level II (Basic Knowledge) English in speaking/reading/writing is required. *Language proficiency may be tested.*

**KNOWLEDGE:** Incumbent must have a good knowledge of Army Postal Office (APO) and/or associated agency mail handling instructions. Knowledge including mail regulations, stamp fees.

**SKILLS AND ABILITIES:** Typing Level II (30-59 wpm) is required. Ability to use Microsoft Office, Outlook and Internet. Must be able to routinely lift (approx. 32 Kgs). A valid Brazilian's driver's license category "D" is required. Ability to exercise effective customer service. *Testing may be conducted to determine qualifications.*

#### **SUBMIT APPLICATION TO**

Email: [recrutamentosaopaulo@state.gov](mailto:recrutamentosaopaulo@state.gov) with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP;

**CLOSING DATE FOR THIS POSITION: Wednesday, October 30, 2013**

## **TRADUÇÃO LIVRE**



**Consulado Geral dos Estados Unidos  
São Paulo, Brasil  
Nota Administrativa Nº: 20  
Data: 17 de outubro de 2013**

**Para: Todos os Interessados**

**De: MGT – Raymond Murphy**

**Assunto: Vaga – Auxiliar de Escritório**

O Escritório de Recursos Humanos do Consulado Geral dos Estados Unidos em São Paulo está procurando candidatos para o cargo de Auxiliar de Escritório para trabalhar no Departamento de Correspondência.

**Início do recebimento de currículos:** quinta-feira, 17 de outubro de 2013  
**Último dia para receber currículos:** quarta-feira, 30 de outubro de 2013  
**Data prevista para admissão:** Imediatamente, após o processo de seleção  
**Jornada de trabalho:** Período Integral, 40 horas semanais  
**Grade salarial:** FSN-4 R\$ 28.286,00 ao ano

### **DESCRIÇÃO FUNCIONAL RESUMIDA:**

O Auxiliar de Escritório realiza tarefas cotidianas tais como preparar malotes contendo correspondências diplomáticas para expedição, e distribuir correspondências recebidas.

### **Funções básicas da vaga:**

O Auxiliar de Escritório realiza tarefas cotidianas tais como preparar malotes contendo correspondências diplomáticas para expedição, e distribuir correspondências recebidas.

### **Responsabilidades e funções principais:**

1. Gerenciar o recebimento e a distribuição de malotes diplomáticos.
2. Classificar e manter documentado correspondências internas e correio local.
3. Verificar toda correspondência recebida certificando-se de que não haja nenhum material perigoso.
4. Manter os arquivos atualizados para fins de contabilidade.

## **REQUISITOS BÁSICOS PRINCIPAIS:**

**Educação** – Ensino Médio completo.

**Experiência profissional** - Experiência com atendimento ao público.

**Idiomas** - Nível 3 de Português (Conhecimento Intermediário) é necessário . Nível 2 de Inglês (Conhecimento Básico) é necessário. Haverá testes de idioma.

**Conhecimentos** - Conhecimentos gerais na área de correspondência.

**Aptidões e habilidades** – Possuir a CNH Categoria “D”, válida para dirigir no Brasil. Ter habilidade em lidar com o público. Digitação nível II (30-59 palavras por minuto). Habilidade para trabalhar com Microsoft Office, Outlook e Internet. Deve ser capaz de levantar aproximadamente 32 Kgs rotineiramente. Alguns testes serão solicitados para determinar tais qualificações.

Interessados, favor enviar o currículo para:

Departamento de Recursos Humanos

Email: [recrutamentosaopaulo@state.gov](mailto:recrutamentosaopaulo@state.gov) com o título da vaga; ou

Endereço de Correspondência: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; ou

**PRAZO FINAL PARA O RECEBIMENTO DE CURRÍCULOS:**  
**quarta-feira, 30 de outubro de 2013**

## **SELECTION PROCESS**

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
  2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
  3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
  4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
  5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

## **Failure to do so will result in an incomplete application**

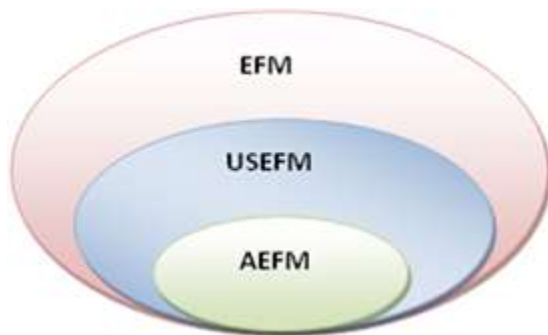
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

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Email: [recrutamentosaopaulo@state.gov](mailto:recrutamentosaopaulo@state.gov) with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.

## **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural

offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:



- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: Wednesday, October 30, 2013.**

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E. Branco  
Cleared: A. Hoff  
Approved: R. Murphy

E. Gohouré